



# Application for Employment Henderson County Public Library

\*The Henderson County Public Library is an Equal Opportunity Employer. Any applicant who needs an ADA accommodation in the employment selection process will request the accommodation from the Library Director.

Social Security Number:		Position Applied For:		Date of Application:	
Last Name:	First Name:		Middle Name:		E-Mail Address:
Address:			City:	State:	Zip Code:
How long at present address?	Home Phone:		Cell Phone:		Other Phone:

If under 18 years, list your age: \_\_\_\_\_

Have you ever applied for a position with the Henderson County Public Library District before? Yes  No

If "Yes" what position(s) and when? \_\_\_\_\_  
Positions Date(s) Previously Applied

Have you been employed with us before? Yes  No   
If "Yes" list position(s) / dates. Position(s) Date(s) Previously Employed

Are you legally eligible for employment in the United States? Yes  No   
(Proof of citizenship or legal ability to work will be required upon employment.)

When are you available for work? \_\_\_\_\_ Provide date. What is your desired wage? \_\_\_\_\_  
Per Hour Annually

What type of work are you seeking? Full Time  Part Time  Temp  Seasonal  Other

If "Part Time" what days and hours are you available to work? \_\_\_\_\_

When are you willing to work? <small>Check all that apply.</small>	Days?	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>
	Evenings?	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>
	Saturdays?	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>
	Sundays?	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>

Do you have any responsibilities that might interfere with employment at the Library? Yes  No  If "Yes" Explain: \_\_\_\_\_

Do you have computer skills? Yes  No

Are you currently enrolled in school? Yes  No  If "Yes" where do you attend? \_\_\_\_\_  
Name of School

Have you pled guilty, no contest, or been convicted of a felony? Yes  No  If "Yes" provide date(s) and details: \_\_\_\_\_  
Answering "Yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

## Employment History

Please complete in detail. Begin with your current or most recent employer and list all previous employers, assignments, or volunteer activities. Provide reason for any lapse of time between employers. You may attach additional pages if needed. All items must be completed. Attaching a resume without completing the items is insufficient and will result in your application being rejected.

From:	To:	Employer:	Telephone:
Beginning Job Title:	Ending Job Title:	Address:	
Immediate Supervisor:	Job Title:	Summarize the nature of work performed and job responsibilities:	
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		_____	
Reason for leaving:		Hourly Rate / Salary: Start \$: _____ per _____ End \$: _____ per _____	
From:	To:	Employer:	Telephone:
Beginning Job Title:	Ending Job Title:	Address:	
Immediate Supervisor:	Job Title:	Summarize the nature of work performed and job responsibilities:	
May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>		_____	
Reason for leaving:		Hourly Rate / Salary: Start \$: _____ per _____ End \$: _____ per _____	

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Immediate Supervisor:	Job Title:	Summarize the nature of work performed and job responsibilities:	
May we contact for reference? Yes      No      Later			

Reason for leaving:		Hourly Rate / Salary: Start \$: _____ per _____ End \$: _____ per _____	
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Beginning Job Title:	Ending Job Title:	Address:	
Immediate Supervisor:	Job Title:	Summarize the nature of work performed and job responsibilities:	
May we contact for reference? Yes      No      Later			
Reason for leaving:		Hourly Rate / Salary: Start \$: _____ per _____ End \$: _____ per _____	

**Skills and Qualifications**

Summarize any training, skills, licenses, and / or certificates that may qualify you to perform job-related functions in the position for which you are applying. List any volunteer library experience, or other related experience, activities, interests, or talents. Attach additional sheets as necessary.

\_\_\_\_\_

\_\_\_\_\_

**Educational Background**

	Name of School:	Address:	Course of Study:	Years Completed:	Diploma / Degree:
High School:					
Undergraduate School					
Graduate School					
Other (Specify)					

**References** (You must provide at least three.)

Name:	Address	Occupation:	Telephone:	Years Known:

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the Henderson County Public Library District (HCPLD) is true, complete, and accurate.

I understand that any information that I have provided that is false, incomplete, or misrepresented in any respect, will be provide sufficient cause to (1) cancel further consideration of this application, or (2) provide sufficient grounds for termination of my employment, whenever it is discovered.

I expressly authorize, without reservation, HCPLD, its representatives, employees, or agents to contact and obtain information (personal and professional), from employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding HCPLD, its Trustees, representatives, employees, or agents, for seeking, gathering, and using such information in the employment process, and all other persons, corporations, agencies, or organizations for furnishing such information about me.

I understand that HCPLD does not unlawfully discriminate in employment and no question on this application shall be used for the purpose of limiting or excluding any applicant from consideration for employment based upon race, creed, color, gender, religion, national origin, non-disqualifying mental or physical disability, age, disabled veteran status, Vietnam-Era veteran status, or upon the basis of genetic information. It is the policy of HCPLD to hire based upon the qualifications of the individual.

I affirm that I have a genuine intent of employment and no other purpose in applying for a job with HCPLD. This application for employment shall be considered active for a period of time not to exceed six (6) months. If I am still interested in employment, I must re-apply.

I understand that my employment is at-will and that I am free to resign at any time, with or without cause or prior notice, and that HCPLD reserves the same right to terminate my employment at any time, with or without cause or prior notice, except as may be required by law. I understand that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of HCPLD is authorized to make any assurances to the contrary and that no implied, oral, or written agreements to the foregoing express language are valid unless they are in writing and signed by the President of the Henderson County Public Library District Board of Trustees.

I also understand that if I am hired, I will be required to provide proof of my identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 certification form in this regard. I understand that dependability and diligent attendance are essential functions of all HCPLD positions.

**I certify that I have read, fully understand, and accept all terms of the Applicant Statement above.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Are you related to any members of our Board of Trustees?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Following is the current list of members of our Board of Trustees:**

Eric Hoey, President  
Nibby Priest, Treasurer  
Arlene Alexander, Secretary  
Elizabeth Quick, Trustee  
Tiffany Sights, Trustee

**KRS 173.340;173.510;173.740** No board shall newly employ as a member of its library staff any member of the board or any person related closer than a second cousin to any member of the board.